



**Islamic Republic Of Afghanistan
Kabul Municipality**



ICT EQUIPMENT USE POLICY

IT DEPARTMENT

H.E Mohammad Yonus Nawandesh

Signature: _____



Islamic Republic Of Afghanistan

Kabul Municipality



1. Purpose and Objective:

The purpose of this Policy is to ensure the effective protection and proper usage of the ICT Equipment within Kabul Municipality. This ICT Policy will assist maintaining the reliability and effectiveness of all ICT systems at operational level. Any breach of this policy could seriously disrupt the operation of the KM ICT Equipment and any violations will be treated seriously.

2. Scope:

This policy applies to all staff of Kabul Municipality.

3. Policy:

3.1 Equipment purchase, installation, and configuration. All purchases, installation, configuration and support of all hardware and software applications used within Kabul Municipality needs to be in consultation with the KM ICT Department. Requirements for new hardware and software applications need to be discussed in advance with the ICT Department to assess the detailed specification and implications. Requests for modifications, enhancements and upgrades of existing software applications should be discussed with the ICT department. Problems with hardware and software should be reported to the ICT Department immediately.

The KM ICT Department will treat the installation of unlicensed and/or unnecessary software by users as a serious breach of the ICT Policy.

3.2 User Prohibitions. All users of KM ICT equipment are prohibited from the following:

- Attempting to change local administrator passwords by any means or attempt to replace the operating system with another version.
- Installing any software that has not been authorized by the Kabul Municipality ICT Department.
- Engaging in any unlawful activities or any other activities which would in any way bring discredit on the Kabul Municipality.
- Using for commercial purposes or in support of "for-profit" activities or in support of other outside employment or business activity (e.g. consulting for pay, sales or administration of business transactions, sale of goods or services).
- Using office equipment/computers for activities those are illegal, inappropriate, or offensive to fellow employees or the public. Such activities include, but are not limited to: hate speech, or material that ridicules others on the basis of race, creed, religion, color, sex, disability and national origin.
- Downloading, viewing, storing, copying, or transmitting of sexually explicit or sexually oriented materials.



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- Downloading, viewing, storing, copying, or transmitting of materials related to illegal gambling, illegal weapons, terrorist activities, and any other illegal activities or activities otherwise prohibited, etc.

4. Procedures:

4.1 User Responsibilities. The loss of a computer and or IT equipment is the responsibility of the holder. All members of staff are responsible for the proper usage, care and cleanliness of the computer equipment they use. All users are responsible for external cleaning of their computers. The KM IT department will provide routine maintenance and cleaning on a three month basis to help protect the computer.

4.2 Manager Responsibilities. Managers are responsible for ensuring adherence to the ICT Policy within their Departments, overseen by the relevant member of the Directorate.

Managers should ensure that staff maintains the cleanliness of their machines.

4.3 ICT Department Responsibilities. Network management, administration and maintenance within Kabul Municipality is the responsibility of the KM ICT Department.

5. Consequences of Violations

Violations of this policy will be addressed immediately. An employee who is found to have been in violation of this policy will be subject to discipline according to the *“Disciplinary Policy of the Kabul Municipality.”*

6. Policy Evaluation

This policy should be regularly evaluated to ensure effectively moving Kabul Municipality towards its sustainability goal.

7. Policy Enforcement

The contents of this policy are enforceable after His Excellency the Mayor’s approval.